

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, February 9, 2015

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Joshua Gran, Council Members: DeWayne Schroeder, Bob Lemke, Bob Burns and Paul Fisch. City Staff Present: City Clerk/Administrator Ted Schoonover and Police Sergeant Jim Stemper. Caledonia Argus reporter: Kelley Stange, Guests: Gerry Klug, Marge Birkeland, Terry Lauden, Carolyn Medin, Greg Hoscheit.

AGENDA: Motion by Member Burns, second by Member Lemke to approve the agenda. All present voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Member Schroeder, second by Member Lemke to approve the consent agenda, which consisted of the regular meeting minutes from the January 26, 2015 regular meeting. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

CITY CLERK/ADMINISTRATOR: Schoonover presented the council with most recent updated cost estimates for the new swimming pool. The numbers were far more than we had originally anticipated, Schoonover wanted the council and guests to understand that the numbers we had been looking at were from 2012 and these are reflecting more current cost estimates. And that they are only estimates, real figures will not be realized until the project is bid. Mayor Gran asked those in attendance if they had anything to add or state? Most of those in attendance wanted to know how we would be proceeding and when we could hold another vote on a lesser amount. Several questions were raised by the guests and council concerning what was included in the line items. Member Fisch stated he felt that we again are just grabbing at the stars trying to determine what is in each line. Schoonover asked the council to consider developing a committee of two council members and himself to work with USAquatics. They could go through the estimates to ensure we truly understand what is in each and every line item and attempt to reduce the overall costs or least understand them more clearly. Discussions ensued and it was concluded that Members Schroeder and Burns would meet with the Administrator and USAquatics to determine how to proceed. No further action was taken.

SGT Stemper presented the council with an updated Police Policy. Currently the Police Department is not in compliance with section 1.35 when it comes to residency. It currently states that "Officers shall reside within 15 minutes of any duty station within one year of appointment." This is not an accurate policy as it refers to all officers whereas it should only apply to the Full-time officers. He is asking that we change that language. He also feels that 15 minutes is not an accurate amount of time. The surrounding police and sheriff departments use 30 minutes as the general rule of thumb and he would like to see that changed as well. Discussion ensued. Motion by Member Burns, second by Member Schroeder to change the policy to read "Full Time Officers shall reside within 15 minutes of the Caledonia Police Department within one year of their appointment. They shall maintain that residency while being employed full time with the department." All members present voted in favor and the motion was declared carried.

SGT Stemper then presented the council with a training request for the Chief and him to attend. It is an annual training event at the Executive Training Institute and will benefit both officers in their duties. They will be available via cell phone and by radio if an emergency should arise and the County Sheriff stated his officers will also be available to assist the City if required. He also stated it is budgeted for both to attend. Motion by Member Burns, second by Member Fisch to authorize both officers to attend the training. All members present voted in favor and the motion was declared carried.

Mayor Gran then asked SGT Stemper to explain the February shift schedule to him and why it was necessary to have days with 30-40 hours of coverage and several hours of overlapping shifts? SGT Stemper replied that we have a requirement to ensure that 4 officers are guaranteed 40 hours a week and two permanent part time officers that can get up to 70 hours per pay period. He also explained that the city wanted to have 24 hour coverage 7 days a week and in order to ensure everyone gets the hours required it works out that way and overlapping shifts is needed for officer to complete reports, process detainees and other duties prior to their shift ending. SGT Stemper explained that it is not uncommon for an officer whose shift will end will stop taking calls and do his closeout reports and the oncoming officer takes all the calls for service. Officer don't have the ability to simply pass off a case to another officers to complete it. Stemper also agreed that we could reduce some of the overlapping by reducing the numbers for the permanent part time employees. By reducing one of those to a 9 hour shift the city can save approximately \$5,400 annually. No further action taken.

Motion by Member Burns, second by Member Fisch to regretfully accept the resignation of Joyce Guillaume as the Deputy City Clerk/Billing Clerk with great full appreciation of her faithful service. Burns also stated that he and

the entire council wants to say that we greatly appreciate Joyce's dedication to the city and for her professionalism and dedication for over 51 years of service. She will be greatly missed, but we wish her the very best in her retirement. All Members present voted in favor and the motion was declared carried. After the vote Mayor Gran asked what the process was for a replacement. Schoonover informed the Mayor that in accordance with the Operating Engineers Local 49 Labor Agreement the position has to be opened internally for 7 workdays before allowing it be opened to the general public. Schoonover also stated that we have 2 applicants that are within the Local 49 Bargaining Unit and that interviews of those applicants would be forthcoming. Mayor Gran was opposed to only opening it internally and asked is we could just open it publicly to get more applicants. Schoonover stated that by doing that would be a direct violation of the Bargaining Agreement and recommended that we not open it up publically at this juncture. No further action was taken.

Motion by Member Fisch, second by Member Lemke to approve the Gambling permit for Caledonia Celebrations at an event on April 11, 2015 at the Bowling Alley. All Members present voted in favor and the motion was declared carried.

Schoonover presented the council with a City Auditorium Use Policy and stated on several occasions people have tried to access the gym area when they have not booked it and he fears we are opening ourselves up for a liability issue if we allow unlimited access to the facility. Mayor Gran feels that we should have the say to allow whomever wants in to use, they can come to the council and ask permission and council can decide who can have access and when. Schoonover reminded the council that we have a registration book that we use to ensure it is not overbooked and prefer to keep that method in place. By implementing this and using that old method we can control our liability and the use of the facility. Mayor Gran suggested that we change the one lock on the Southeast corner and install a camera to monitor who has been in the facility in case of damages. Schoonover stated he would get some estimates on the camera and DVR and bring it back. No further action was taken.

Motion by Member Lemke, second by Member Burns to approve the claims payable as presented. All members present voted in favor the motion was declared carried.

Abrams & Schmidt LLC	Consulting Attorney	27.00
American Lock & Key	Warming House – Re-Key	8.00
Ancom Communications	Replacement Radio	600.00
Artic Glacier USA, Inc.	Ice	48.60
Auto Value Parts Store	Fluids, Van Battery, Misc.	140.17
Baker & Taylor Books	Library – Books	213.59
Banyon Data Systems, Inc.	Meter Device Support	295.00
Bonanza Grain, Inc.	Water Main Break Materials	522.00
Bound Tree Medical, LLC	Supplies	85.10
Burroughs Equipment	Repairs/Maintenance	263.98
Buttett's Lighting	Bulbs for Bay Area	91.62
Caledonia Lumber Co, Inc.	Miscellaneous Items	38.30
Caledonia Oil Company	Car #20 Repairs/Maintenance, Unleaded	1,107.50
Carquest Auto Parts Store	Trailer Batteries	53.18
City of Caledonia	Water, Sewer & Electric	11,234.43
Compass Minerals America	Winter Maintenance Materials	7,287.70
D S Electric Supply, Inc.	Inventory	.50
DALCO	Misc. Supplies	152.79
Davy Engineering	Engineering Fee's	1,958.49
Davy Laboratories	Lab	1,942.93
Dawson Truck Parts, Inc.	Truck #98 repairs	1,872.78
EO Johnson Company	Copier Agreements	480.38
ECM Publishers, Inc.	Advertisements/Notices	536.43
Esch Builders	Garage Furnace Repair	251.27
Fastenal Company	Shop Supplies	17.16
Fire Safety USA, Inc.	Hose	1,140.00
First Supply, LLC	Water – Repair Parts	1,744.13
Gopher State One-Call	2015 Annual User Fee	110.25
Hammell & Murphy, PLLP	Prosecution & General Matters	3,760.10
Hawkins, Inc.	Chemicals	1,033.91
Hoskins Electric Co.	Network Repair, Labor/Repairs	392.31
Houston Co. Treasurer	Ho. Co. 5 Project, Maintenance Materials	6,738.08
Innovative Office Solutions	Office Supplies	535.40
Jack Neumann Trucking	Freight Expense	54.00
Jeff's Automotive Repair	Van Repairs/Parts/Maintenance	332.73
Johnson Brothers Liquor Co.	Liquor Store Inventory	971.60
Kwik Trip Stores	Propane Exchange, Misc.	21.47
Lackore Electric Motor Repair	Pump Serviced	70.00
Mayo Clinic Health System	Health Cards	230.00
Menard's	Warming House – Replace Latch, Tools	78.90
Meyer's Lawn Service	Snow Removal Assistance	100.00
Midwest Leak Detection	Leak Detection	470.00
Minnesota Energy Resources	Natural Gas	7,804.98
Minnesota Pipe & Equipment	Repair Parts & Inventory	1,354.77
MN Chief's of Police Assn.	Registration Fee	970.00
Moss & Barnett	Mediacom Franchise Renewal	93.00
M-R Sign Co. Inc.	Street Signs	527.54
Parks & Trails Council of MN	Membership Fee	35.00
Phillips Wine & Spirits of MN	Liquor Store Inventory	1,776.43

Richard's Sanitation, LLC	Refuse Disposal	123.00
SEMNIT	Technical Services	440.00
Smith Schafer & Associates	Annual Audit 2014	3,500.00
St. Mary Auto Body Shop	Towing Fee's	642.50
State of MN Public Safety	Chemical Invoice Fee	400.00
Swedberg, Zachary	Uniform Reimbursement	458.28
Tri-County Electric Co-op	Electric Energy	203,000.38
United Laboratories	Cleaning Supplies	222.74
United Parcel Service	Ups Fee	253.84
Verizon Wireless	Communication Expense	209.82
Vinocopia, Inc.	Liquor Store Inventory	180.00
VISA	Floor Mats, Website, Library DVD's	439.21
Winona Controls, Inc.	Parts/Labor	830.50
Woodbury, City of	Flow Scales	600.00
		<u>\$ 270,873.77</u>

Motion by Member Burns, second by Member Schroeder to approve the prepaid claims as presented. All members present voted in favor and the motion was declared carried.

Credit Bureau Data, Inc.	Utility Collection Fee's	79.38
MN Dept. of Labor & Industry	Boiler License Renewal	25.00
Water Systems Company	Drinking Water	13.72
Business Financial Planning	Flex Plan – Admin Fee's	54.00
Caledonia Conv. & Tourism	Tourism	100.18
Diersen, Lynette	Election Judge	112.00
Fruechte, Luetta	Election Judge	112.00
G & F Distributing	Liquor Store Inventory	215.75
Gensmer, Ethelyn	Election Judge	148.00
Grippen, Lee	Election Judge	126.88
Hayes, Jane	Election Judge	64.00
Kaufmann, Patricia	Election Judge	72.00
League of MN Cities	Registration – J. Gran	315.00
Mulvenna, Iyla	Election Judge	148.00
Noel, Rita	Election Judge	112.00
Rochester, City of	Registration Fee – Annual Member Mtg.	50.00
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	58.00
Watchguard Video	Camera for Squad #21 & #20	670.00
Commissioner of Revenue	State Withholding	1,624.05
Merchants Bank	Federal/FICA/Medicare	8,638.03
Business Financial Planning	Cafeteria Plan	384.60
ING Institutional Plan Services	TSA Payday 1-20-15	700.00
MN Benefit Association	MBA Payday 1-20-15	62.96
MN Child Support Payment Cnt.	2 Cases	840.33
NCPERS Minnesota	NCPERS Payday 1-20-15	96.00
Public Emp. Retirement Assn.	PERA Payday 1-20-15	7,234.43
Amaril Uniform Company	Light – RF Clothing (Blocker)	381.60
B & M Service Center	Fuel	229.33
Chamber of Commerce	Liquor Store – X-mas Lighting	15.00
Caledonia True Value	Miscellaneous Items, Parts	294.10
Coaching Systems, LLC	Ambulance – Instruction Materials	440.84
Heiden, Jackie	2015 Uniform Allowance	54.99
Houston Co. Treasurer	Election Expense & Ho. Co. Coll. Site	4,401.46
K Properties	Tax Abatement	531.08
Kid's Corner Daycare	Tax Abatement	1,137.69
Klug, Anthony	Consulting Services	800.00
Kraus Oil Co, Inc.	Unleaded	841.50
Mayo Clinic Health System	Health Care Cards	230.00
Meredith Books	Annual Recipe 2014	33.91
Miken Sports	Tax Abatement	1,956.84
MN Public Facilities Authority	Debt Service/MN PFA Loan	33,973.23
Principal Life	Life/Ad&d/STD	468.44
Rask, Nicholas	Animal Control – Rent/Misc.	75.00
Schott Distributing Co, Inc.	Liquor Store Inventory	2,282.22
SE Libraries Cooperating	Library – Overdrive, Pharos, Auto Fee's	1,505.02
Sno Pac Foods, Inc.	Tax Abatement	2,687.90
Southern Wine & Spirits of MN	Liquor Store Inventory	1,552.16
Sterling Computer Products	Library – Printer Ink	242.58
Tri-State Ambulance, Inc.	Intercept Fee Run	250.00
Wirtz Beverage Minnesota	Liquor Store Inventory	539.16
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	62.80
Blue Cross Blue Shield of MN	PD Health Insurance – Coffield	2,016.78
Northern Beverage Distribution	Liquor Store Inventory	3,455.25
Schott Distributing Co, Inc.	Liquor Store Inventory	8,010.08
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	117.90
Stuart C. Irby Co.	Testing Expense, Equipment	413.51
Jack Neumann Trucking	Liquor – Freight Expense	144.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,115.28
League of MN Cities Ins. Trust	Sewer – Claim C0027731	1,905.00
Northern Beverage Distribution	Liquor Store Inventory	60.00
Olympic Pools	Class Registration Fee – Boesen	275.00

Phillips Wine & Spirits Co.	Liquor Store Inventory	1,705.39
R & B Foods, LLC	Liquor Store Inventory	45.00
Christman & City, Paula	Meter Deposit Refund	250.00
EMS Regulatory Board	Renew Education Program	100.00
Hauser & City, Lucas	Meter Deposit Refund	250.25
Johnson & City, Rodney	Meter Deposit Refund	250.25
Mell & City, Geoffrey	Meter Deposit Refund	250.25
Merchelwitz & City, Joel	Meter Deposit Refund	250.00
Minnesota DNR – OMB	Water Permit – 1982-5035	372.90
MN Rural Water Assn.	Registration Fee – C. Nelson	225.00
Schiltz & City, Robert	Meter Deposit Refund	250.25
Caledonia Conv. & Tourism	Tourism	305.62
Caledonia Oil Company	Diesel	1,348.88
CEDA	Business Plan	1,500.00
Coca-Cola Bottling Company	Liquor Store Inventory	155.52
G & F Distributing	Liquor Store Inventory	471.75
Miller/Davis Company	Minute Book for Council Minutes	350.00
MN Dept. of Revenue	Sales/Use Tax January 2015	16,898.00
Quillin's	Dare/Great Refreshments	110.00
Richard's Sanitation, LLC	Recycling – Collections	6,508.70
Schott Distributing Co, Inc.	Liquor Store Inventory	1,657.60
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	35.55
Commissioner of Revenue	State Withholding	1,954.44
Merchants Bank	Federal/FICA/Medicare	10,631.49
Public Emp. Retirement Assn.	PERA Payday 2-3-15	1,121.21
Business Financial Planning	Cafeteria Plan	384.60
Caledonia Police Association	PD Association Due's	95.00
ING Institutional Plan Services	TSA – payday 2-3-15	700.00
IUOE Local #49	Union Dues – February 2015	429.00
MN Chiefs of Police Assn.	2015 Membership Dues	-15.00
MN Child Support Payment Cnt.	Two Case's	840.33
Public Emp. Retirement Assn.	PERA payday 2/3/15	7,757.87
Southern Wine & Spirits of MN	Liquor Store Inventory	512.35
State of MN Public Safety	Permit 2014 Project	-1,500.00
TDS Media Direct, Inc.	Liquor Store – Brochure Ad	394.00
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	27.24
IUOE Local 49 Benefit Fund	Health Insurance	18,580.00
League of MN Cities	Registration Fee	60.00
Peiper, Ella	Reimbursement WSI Course Fee	215.00
SEMCAC – EAP	Reimbursement Balance Energy Asst.	487.81
AcenTek Ascending Tech.	Communication Expense	1,102.74
Caledonia Police Reserves	Pass Thru Contribution Am. Legion	100.00
Northern Beverage Distribution	Liquor Store Inventory	2,562.90
Schott Distributing Co, Inc.	Liquor Store Inventory	<u>2,698.75</u>
		\$ 178,986.60

Schoonover informed the council that the owner of 119 S Kingston St has submitted a counteroffer to the city for the purchase of that property. His counteroffer was for \$37,000. The original city offer was for \$28,000. The consensus of the council was to look into what other cities due to dilapidated buildings in an attempt to set a precedent that the city will purchase all buildings that have not been taken care of or allowed to fall into disrepair. No further action was taken.

Motion by Member Fisch, second by Member Lemke to approve the membership fees to Minnesota Parks and Trails Association. All members present voted in favor and the motion was declared carried.

Motion by Member Fisch, second by Member Schroeder to approve Resolution accepting \$100.00 for the Police Reserves from the American Legion Post 191. All members present voted in favor and the motion was declared carried.

The next regular meeting will be on Monday February 23, 2015, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Member Schroeder second by Member Lemke. All voted in favor and the motion was declared carried to adjourn at 8:25 p.m.

Ted A. Schoonover  
Clerk-Administrator

Joshua D. Gran  
Mayor